

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position in the support services of fire department operations. The incumbent assists with the management of operations in the Emergency Medical Services Division. Major duties include assisting in setting management policies, goals and objectives, maintaining expenditures and recommending the purchase of equipment and supplies, and handling any correspondence relating to the operation of emergency medical services. In addition, the incumbent of this class provides for the division training and continuing education program. Supervision is exercised over employees in the class of Supervisor of Emergency Medical Services. The employee of this class works independently while performing routine tasks, reporting to and having work reviewed directly by the Chief of Emergency Medical Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Assists in the management of the operation of fire department emergency medical services. Holds meetings with Supervisors of Emergency Medical Services for the purpose of receiving and reviewing reports, disseminating information, and distributes information concerning the division. Recommends policy decisions regarding personnel and/or equipment to the proper authority. Supervises division employees by assigning work or duty schedules and areas, approving leave, and evaluating work performance as directed by the Chief of Emergency Medical Services. Delegates authority for more effective work and observes division operations. Discusses performance with EMS personnel and their superiors.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer injured to a hospital or other emergency care facility. Participates in the Incident Command System. Participates in operations at mass casualties and follows triage procedures. Provides assistance at the scene of hazardous material incidents.

Assists in the development of a training program for the division and determines that such program is properly staffed and supplied with training resources and assembles teaching material. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Conducts formal training classes

required to prepare department members for certification in emergency medical services, and provides for on-the-job or informal training sessions for fire suppression personnel. Works with medical experts and training division personnel to critique field operations. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services. Participates in training exercises to practice acquired skills and to learn new techniques in the areas of emergency medical care and basic fire fighting. Observes at the emergency scene in order to correct errors or to incorporate needed changes into the training program.

Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department. Participates in the development of policy and procedures manuals for EMS and EMS training. Gathers information as directed by the Chief of Emergency Medical Services which may be requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Supervises the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Assists in purchases or recommends the purchase of equipment and supplies, keeping such purchases with the established budget. Maintains inventory of all medical supplies needed by the department, submits orders for supplies, provides for the storage of supplies, and dispenses supplies to medical personnel. Conducts inspections of equipment and supplies and issues licenses for non-emergency ambulances and ambulance personnel.

Assists in determining what information should be included in divisional records and determines in what form this information should be kept. Insures that emergency medical services records such as personnel records, patient care records, and records of activity are accurate. Completes forms, reports and records on emergency medical operations as required and files forms and records according to departmental procedures. Reviews and supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and the emergency medical services division. Answers questions from the public about emergency medical services. Takes complaints concerning emergency medical personnel or operations, investigates the circumstances surrounding the complaint, and makes a recommendation on handling the complaint. Coordinates and

schedules EMS attendance at special public events.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be certified as an Emergency Medical Technician - Paramedic.

Must be a regular and permanent employee in the class of Supervisor of Emergency Medical Services immediately preceding closing date for application to the board.